

R 121431Z APR 05

UNCLAS

TO AIG 4579

AL 4579 (uc)

CC DFAS INDIANAPOLIS IN

UNCLAS

MSGID/GENADMIN/DFAS-ADIP//

SUBJ/DD FORM 139/DD FORM 2481 FOR TRAVEL DEBTS (ACCTG  
POL IMPL MSG 05-24 AND TTM 05-05)

1. ENSURE THAT DD FORMS 139 (PAY ADJUSTMENT  
AUTHORIZATION) PROCESSED FOR COLLECTION OF MILITARY  
TRAVEL OVER-PAYMENTS CITE EOR 4610 (ACCOUNTS  
RECEIVABLE-TRAVEL RELATED).
2. ENSURE THAT DD FORMS 2481 (REQUEST FOR RECOVERY OF  
DEBT DUE THE UNITED STATES BY SALARY OFFSET) FOR  
COLLECTION OF CIVILIAN TRAVEL OVER-PAYMENTS ALSO CITE  
EOR 4610 (ACCOUNTS RECEIVABLE-TRAVEL RELATED). IAW  
ACCTG POL IMPL MSG 03-06, DD FORMS 2481 MUST GO TO THE  
SERVICING ACCOUNTING OFFICE PRIOR TO SUBMISSION  
TO THE SERVICING DCPS PAYROLL OFFICE.
3. IF UNSURE OF THE EXACT LINE OF ACCOUNTING, CONTACT  
THE SERVICING ACCOUNTING OFFICE.
4. POCS:
  - A. DFAS-IN ACCOUNTING PROCEDURES, KAY JOHNSON, 317-  
510-3272.
  - B. DFAS-IN TRAVEL PAY PROCEDURES, MANAGEMENT AND  
PROCEDURES BRANCH, SHEILA MELTON, 317-510-5372.//